

SCHOOL				
PERSON SPECIFICATION				
JOB TITLE	Librarian			
DEPARTMENT/SECTION	Library			
REPORTS TO	Head Librarian			
LINE MANAGES	Pupil librarians			
	QUALIFICATIONS			
CRITERION		ESSENTIAL	DESIRABLE	
Librarianship qualification (first degree or postgraduate) or equivalent practical experience within a library environment		✓		
• MCLIP, or willingness to undertake registration if applicable (will be supported)		✓		
EXPERIENCE				
CRITERION		ESSENTIAL	DESIRABLE	
Previous experience of working in a library		✓		
 Experience of working with young people and meeting their particular needs and requirements 		✓		
 Experience of utilising ICT and skills to access and retrieve information 		✓		
Previous experience of working in a school library			✓	
• Experience using the Oliver v5 LMS			✓	
KNOWLEDGE & SKILLS				
CRITI	CRITERION		DESIRABLE	
Excellent communication skills (oral and written)		✓		
Excellent customer service skills		✓		
Excellent organisational skills		✓		

	1			
Excellent IT skills	✓			
 Ability to follow administrative procedures, including to understand and follow instructions 	✓			
Ability to communicate effectively with all members of the School community	✓			
Knowledge of library systems		✓		
 Knowledge of current children's and young adult fiction and ability to match books to readers 		✓		
 Expertise in online searching, using the internet and a range of subscription services 		✓		
ATTRIBUTES				
CRITERION	ESSENTIAL	DESIRABLE		
Commitment to continued personal development	✓			
Commitment to safeguarding and the welfare of pupils	✓			
Commitment to principles of diversity and equality	✓			
Confidence to instruct groups of pupils in library use	✓			
Ability to work well as part of a team, and to build trust	✓			
 Ability to work in a changing environment and open to new ideas 	✓			
Ability to inspire pupils and to encourage a love of books	✓			
Ability to manage time effectively	✓			
 Ability to ensure appropriate behaviour in pupils, while maintaining a pleasant and welcoming environment 	✓			
Interest in the school curriculum	✓			
Friendly, enthusiastic, flexible and creative	✓			
Willingness to be involved in the wider life of the school		✓		
• Keen interest in the library environment and the role of libraries within the wider world		✓		